

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: September 3, 2021**

**Closing Date: September 20, 2021**

**DEPUTY ATTORNEY GENERAL  
Civil Division, Departments & Agencies  
(Primary assignment to Delaware Department of State)  
New Castle County**

**Description of Duties:**

The Delaware Department of Justice, Civil Division, Departments and Agencies Unit seeks a Deputy Attorney General (“DAG”) to be assigned primarily to provide general counsel to the Delaware Department of State (“DOS”). The DAG will provide general counsel and litigation support to the Department of State/Secretary of State; Division of Corporations, the Delaware Economic Development Authority, and the Division of Small Business. These representations frequently present complex legal matters involving state contract procurement as well as a consistently high volume of administrative law.

Primary responsibilities include, but are not limited to, providing legal advice on matters related to entity compliance and revocations, bond offerings, personnel management, drafting and reviewing legislation and regulations, procurement law compliance, drafting and reviewing contracts, requests for proposals and MOUs, providing legal advice on Freedom of Information Act (“FOIA”) compliance, and representing the Secretary of State, its officers and employees in court and administrative proceedings.

Candidates must possess excellent writing, research, and statutory interpretation skills. Experience litigating complex matters before Delaware courts and experience in litigating cases before an administrative hearing officer or tribunal is beneficial. The most qualified candidates will be proficient in contract law, as well as have some prior litigation and general counsel experience, however such expertise and experiences are not required for selection. The DAG should be able to take a proactive approach to assisting its agency clients, therefore a successful candidate should have the ability to work with the Department of State to identify potential issues and assist the Department to address such issues in order to minimize or avoid future legal action. The DAG should be able to work independently, meet deadlines, communicate clearly with client agencies, and should have a demonstrated legal ability and a thorough knowledge of relevant laws and court rules.

This DAG may handle additional assignments as directed by the State Solicitor, Deputy State Solicitor, Unit Head, or Assistant Unit Head. Membership in Delaware Bar is required.

This DAG position will require some statewide travel to various meetings and hearings.

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to Director of Human Resources Diane Haase, Deputy State Solicitor Patty Davis, and Unit Head Loren Holland.

**External Applicants:** In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/> **OR** External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.